

Membership Balance Plan
Defense Advisory Committee on Women in the Services

Agency: Department of Defense (DoD)

1. Authority: The Secretary of Defense, in accordance with the Federal Advisory Committee Act of 1972 (5 U.S.C., Appendix, as amended) and 41 C.F.R. § 102-3.50(d), established the Defense Advisory Committee on Women in the Services (“the Committee”).
2. Mission/Function: The Committee shall provide the Secretary of Defense and the Deputy Secretary of Defense, through the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), independent advice and recommendations on matters and policies relating to women in the Armed Forces of the United States.
3. Points of View: The Committee shall be composed of no more than 20 members who have extensive professional experience with the military or in women’s workforce issues. The Secretary of Defense may authorize the appointment of the Director of Center for Women Veterans for the Department of Veterans Affairs to serve as a non-voting ex-officio, regular government employee (RGE) member, who may participate in the Committee’s deliberations. He or she will not count toward the Committee’s total membership or determine whether a quorum exists.

Committee members, who are not full-time or permanent part-time Federal officers or employees, shall be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as special government employee (SGE) members. Committee members who are full-time or permanent part-time Federal officers or employees will be appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as RGE members.

The DoD, in selecting potential candidates for the Committee, reviews the educational and professional credentials of individuals and bases its selection on this review and the subject matters being handled by the Committee. The Department has found that viewing the complex issues facing the Department through a multidisciplinary advisory committee, provides the Department and, more importantly, the American public with a broader understanding of the issues on which to base subsequent policy decisions.

The Committee’s membership balance is not static, and the Secretary of Defense may change the membership based upon work assigned to the Committee by the Secretary of Defense, the Deputy Secretary of Defense, or the USD(P&R), as the Sponsor. The DoD, unless otherwise provided for by an Act of Congress or Presidential directive, does not use representative members on DoD-established or supported advisory committees.

Each member, based upon his or her individual and professional experience, provides his or her best judgment on the matters before him or her and does so without representing any particular point of view and in a manner that is free from conflict of interest.

4. Other Balance Factors: NA
5. Candidate Identification Process: The DoD, in selecting potential candidates for the Committee, reviews the educational and professional credentials of individuals with extensive backgrounds in women’s workforce issues or the military.

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Potential candidates are identified when the USD(P&R) requests recommendations from members of Congress, senior career and political officials within DoD, and existing Committee members with at least three years of service on the Committee.

Once potential candidates are identified, the Designated Federal Officer reviews the credentials of each individual and narrows the list of candidates. During the review, he or she strives to achieve a balance between the professional credentials of the individuals and the near-term subject matter to be reviewed by the Committee to achieve expertise in points of view to be represented and functions to be performed. After the list of candidates has been narrowed, it is forwarded to the USD(P&R) for review and formal nomination to the Secretary of Defense or the Deputy Secretary of Defense.

Prior to nominating the potential candidates, the list will undergo a review by the Office of the General Counsel for the Department of Defense and the Office of the Advisory Committee Management Officer to ensure compliance with Federal and DoD governance requirements, including compliance with the Committee's charter and membership balance plan. Following this review, the USD(P&R) discusses his or her potential nominees with the Secretary of Defense or the Deputy Secretary of Defense and requests authority to proceed with the nominations.

The USD(P&R) is authorized to administratively certify the appointment of the Committee members that were previously authorized by the Secretary of Defense or the Deputy Secretary of Defense. Consistent with Deputy Secretary of Defense policy and the authority delegated to the Advisory Committee Management Officer (ACMO) by the Assistant Deputy Chief Management Officer, the ACMO is authorized to administratively certify the annual renewal of appointment of Committee members. Consistent with the authority delegated to DoD Sponsors, the USD(P&R) will appoint the Committee's Chair and Vice Chair from among the membership previously authorized by the Secretary of Defense or Deputy Secretary of Defense.

Following the Secretary of Defense or the Deputy Secretary of Defense authorization and the USD(P&R)'s subsequent administrative certification of the appointment, the candidates are required to complete the necessary appointment paperwork, to include meeting ethics requirements stipulated by the Office of Government Ethics for advisory committee members.

Committee members, with the approval of the Secretary of Defense, will be appointed for a term of service of one-to-four years, subject to annual renewals. No member, unless authorized by the Secretary of Defense, may serve more than two consecutive terms of service on the Committee, to include its subcommittees, or serve on more than two DoD federal advisory committees at one time.

Membership vacancies for the Committee will be filled in the same manner as described in the previous six paragraphs above.

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6. Subcommittee Balance: The DoD, when necessary and consistent with the Committee's mission and DoD policies and procedures, may establish subcommittees, task forces, or working groups to support the Committee.

Individuals considered for appointment to any subcommittee of the Committee may come from the Committee itself or from new nominees, as recommended by the USD(P&R) and based upon the subject matters under consideration. Pursuant to Secretary of Defense policy, the USD(P&R) is authorized to administratively certify the appointment of subcommittee members if the Secretary of Defense or the Deputy Secretary of Defense has previously authorized the individual's appointment to the Committee or another DoD advisory committee. If the Secretary of Defense or the Deputy Secretary of Defense has not previously authorized the appointment of the individual to the Committee or another DoD advisory committee, then the individual's subcommittee appointment must first be authorized by the Secretary of Defense or the Deputy Secretary of Defense and subsequently administratively certified by the USD(P&R).

Consistent with Deputy Secretary of Defense policy, the USD(P&R) may appoint the subcommittee's Chair from among the membership previously authorized by the Secretary of Defense or Deputy Secretary of Defense and in doing so, shall determine the term of service, which shall not exceed the member's approved term of service.

Subcommittee members, with the approval of the Secretary of Defense, will be appointed for a term of service of one-to-four years, subject to annual renewals; however, no member shall serve more than two consecutive terms of service on the subcommittee, without prior authorization by the Secretary of Defense or the Deputy Secretary of Defense. Subcommittee members, if not full-time or permanent part-time Federal officers or employees, will be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as SGE members. Subcommittee members who are full-time or permanent part-time Federal officers or employees will be appointed pursuant to 41 C.F.R. § 101-11.6(a) to serve as RGE members.

7. Other: As nominees are considered for appointment to the Committee, the DoD adheres to the Office of Management and Budget's Revised Guidance on Appointment of Lobbyists to Federal Advisory Committees, Boards, and Commissions (79 FR 47482; August 13, 2014) and the rules and regulations issued by the Office of Government Ethics.
8. Date Prepared/Updated: April 22, 2016